

**MINUTES**  
**VILLAGE OF LAKE PARK COUNCIL MEETING**  
**3801 LAKE PARK ROAD, LAKE PARK, NC**  
**REGULAR SESSION – 7:00 P.M.**  
**JULY 8, 2008**

**ATTENDING:** Mayor Kendall Spence  
Mayor Pro-Tem: Sandy Coughlin  
Council Members: Greg Crosby, Virginia Currence,  
Jo Waybright, Clint Newton  
Finance Officer – Cheryl Bennett  
Village Clerk/Tax Collector – Cheri Clark  
Attorney Ken Swain

**CALL TO ORDER:** Mayor Kendall Spence called the Regular Session of the Village of Lake Park Council to order.

**PLEDGE OF ALLEGIANCE:** Mayor Kendall Spence led the Pledge of Allegiance to the Flag of the United States of America.

**APPROVAL OF MINUTES:** Sandy Coughlin made the motion to approve the June 10, 2008 regular session minutes. Greg Crosby seconded the motion. Vote – Unanimous.

**PUBLIC COMMENT:**

Virginia McNally and Ann Anderson with the Village Condos thanked Sandy Coughlin for the recycle information that has been provided. The Village Condos would like to be part of the recycle program within the VOLP. Each bin will have the corresponding condo number on the outside of the bin. There are thirty units and everyone has expressed the desire to participate in the program. Everyone understands that bins can be put out Wednesday night and must be picked up before Thursday evening. Sandy Coughlin has prepared a worksheet for review during Waste Collection.

**CHANGES TO THE AGENDA:** No changes to the agenda.

**SECURITY:** There were 42 law enforcement calls in the month of June. Mayor Kendall Spence stated that the highest call volume was in Animal Service Calls – 5. The common area fire between Conifer and Mimosa burned several trees. A police report was filed. Bill Parker asked about the number of citations that were written for the month of June and their collection. Mayor Kendall Spence stated that to his knowledge there were 0 citations written and there are no outstanding citations to be collected.

**FINANCE REPORT:** Cheryl Bennett presented the financial statements for Council review.

June 2008 Budget Report

	<u>Jun 08</u>	<u>Jul '07 - Jun 08</u>	<u>YTD Budget</u>	<u>% of Budget</u>
<b>General fund</b>				
<b>Revenues</b>				
<b>Other revenues</b>				
Approp. Fund Balance	0.00	0.00	33,017.00	0.0%
National Night Out	0.00	6,435.50	6,435.00	100.01%
Civil Penalties	0.00	50.00	500.00	10.0%
Investment revenue	2,143.95	29,549.05	25,000.00	118.2%
Miscellaneous	<u>0.00</u>	<u>566.95</u>	<u>300.00</u>	<u>188.98%</u>
<b>Total Other revenues</b>	2,143.95	36,601.50	65,252.00	56.09%
<b>Other Taxes</b>				
Cable franchise-from Time Warner	<u>0.00</u>	<u>2,082.00</u>	<u>2,600.00</u>	<u>80.08%</u>
<b>Total Other Taxes</b>	0.00	2,082.00	2,600.00	80.08%
<b>Parks &amp; Recreation Revenue</b>				
Recreation Program Fees	14.00	260.00	250.00	104.0%
Community Center rental	345.00	2,675.00	2,600.00	102.89%
Gazebo rental	0.00	525.00	100.00	525.0%
Pool concession sales	0.00	876.62	600.00	146.1%
Pool rental	0.00	0.00	100.00	0.0%
Recreation daily swim fees	5,928.00	11,885.52	5,000.00	237.71%
Recreation season pass fees	<u>14,986.00</u>	<u>47,421.00</u>	<u>45,000.00</u>	<u>105.38%</u>
<b>Total Parks &amp; Recreation Revenue</b>	21,273.00	63,643.14	53,650.00	118.63%
<b>Property Taxes</b>				
Ad valorem current year	54.83	461,079.41	455,434.00	101.24%
Ad valorem prior years	73.00	5,517.51	2,000.00	275.88%
Late fees (ad)	10.00	123.39	60.00	205.65%
Motor vehicle tax	4,827.99	59,298.66	55,976.00	105.94%
Penalties and interest	6.03	1,461.88	510.00	286.64%
Utility ad valorem	<u>0.00</u>	<u>7,332.38</u>	<u>5,000.00</u>	<u>146.65%</u>
<b>Total Property Taxes</b>	4,971.85	534,813.23	518,980.00	103.05%
<b>State Shared Revenues</b>				
Cable Rev. (from State)	4,954.27	15,669.28	15,400.00	101.75%
Sales and use tax	17,851.27	141,024.83	194,000.00	72.69%
Utility franchise	<u>16,686.26</u>	<u>53,341.01</u>	<u>70,000.00</u>	<u>76.2%</u>
<b>Total State Shared Revenues</b>	<u>39,491.80</u>	<u>210,035.12</u>	<u>279,400.00</u>	<u>75.17%</u>
<b>Total Revenues</b>	67,880.60	847,174.99	919,882.00	92.1%
<b>Expense</b>				
<b>Capital Outlay</b>				
Pond Landscape	15,741.00	15,741.00	15,741.00	100.0%
Carillon	0.00	10,965.07	12,000.00	91.38%
Capital Outlay Exp.	0.00	0.00	5,000.00	0.0%
Reserve for Capital Replacement	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.0%</u>

<b>Total Capital Outlay</b>	15,741.00	26,706.07	42,741.00	62.48%
<b>General Administrative Expenses</b>				
Adm Assistant	0.00	438.00	800.00	54.75%
Clerk/Tax Collector	2,575.00	30,900.00	30,900.00	100.0%
Council	2,500.00	9,389.00	10,000.00	93.89%
Finance Officer	643.75	7,725.00	7,725.00	100.0%
Mayor	650.00	2,600.00	2,600.00	100.0%
Payroll Expenses	487.22	4,189.71	3,980.00	105.27%
<b>Total General Administrative Expenses</b>	6,855.97	55,241.71	56,005.00	98.64%
<b>Maintenance of Common Areas</b>				
Tennis Courts	0.00	13,136.00	13,136.00	100.0%
Landscaping	10,800.00	149,595.99	154,593.00	96.77%
Park maintenance	447.66	17,256.83	19,616.00	87.97%
Pond maintenance	0.00	3,208.72	3,709.00	86.51%
Street Signs	0.00	1,445.00	2,500.00	57.8%
<b>Total Maintenance of Common Areas</b>	11,247.66	184,642.54	193,554.00	95.4%
<b>Operating Costs</b>				
Advertising	230.20	230.20	300.00	76.73%
Association dues	0.00	2,631.00	2,700.00	97.44%
Bank charges	0.00	35.00	50.00	70.0%
Elections	526.75	526.75	3,000.00	17.56%
Insurance/bonds	0.00	9,501.40	10,000.00	95.01%
Miscellaneous oper. exp.	242.71	328.69	1,000.00	32.87%
Newsletter/website/flyers	442.40	2,555.14	3,000.00	85.17%
Office	740.98	2,052.68	2,300.00	89.25%
Postage	139.40	319.17	350.00	91.19%
Tax collection	0.00	779.25	1,030.00	75.66%
Telephone	244.89	2,720.47	2,900.00	93.81%
Training	0.00	170.00	870.00	19.54%
Travel	0.00	254.66	500.00	50.93%
<b>Total Operating Costs</b>	2,567.33	22,104.41	28,000.00	78.94%
<b>Other Expenditures</b>				
Economic Development	0.00	2,112.94	2,600.00	81.27%
Contingency	0.00	0.00	9,651.09	0.0%
Donations				
Donation - Monroe FOP	0.00	250.00	250.00	100.0%
<b>Total Donations</b>	0.00	250.00	250.00	100.0%
Stormwater Fee	7,800.00	9,788.91	9,788.91	100.0%
<b>Total Other Expenditures</b>	7,800.00	12,151.85	22,290.00	54.52%
<b>Parks &amp; Recreation</b>				
Pool Operations	17.10	1,303.70	1,286.00	101.38%
Comm. Center Insp. Fees	0.00	0.00		
Comm. center maintenance	114.19	6,216.97	7,390.00	84.13%
Seasonal Decorations	0.00	11,553.50	12,000.00	96.28%

Natural Gas	41.24	919.40	1,000.00	91.94%
Pool maintenance	-50.11	11,594.47	11,714.00	98.98%
Pool management fee	11,552.50	45,902.00	46,700.00	98.29%
Recreation programs	48.80	1,553.80	1,705.00	91.13%
Storage Rental	0.00	1,063.35	1,070.00	99.38%
Water/Sewer	391.46	2,680.25	4,000.00	67.01%
<b>Total Parks &amp; Recreation</b>	<b>12,115.18</b>	<b>82,787.44</b>	<b>86,865.00</b>	<b>95.31%</b>
<b>Professional Fees</b>				
Accountant	0.00	4,100.00	4,200.00	97.62%
Legal Counsel	0.00	7,835.50	9,000.00	87.06%
<b>Total Professional Fees</b>	<b>0.00</b>	<b>11,935.50</b>	<b>13,200.00</b>	<b>90.42%</b>
<b>Public Services/Safety</b>				
National Night Out	0.00	4,325.09	6,435.00	67.21%
Community Watch	245.00	1,245.00	1,250.00	99.6%
Garbage collection	42,032.63	245,786.42	247,000.00	99.51%
Law enforcement	32,561.00	130,244.00	130,242.00	100.0%
Street Lights	8,000.21	83,984.70	92,300.00	90.99%
<b>Total Public Services/Safety</b>	<b>82,838.84</b>	<b>465,585.21</b>	<b>477,227.00</b>	<b>97.56%</b>
<b>Total Expense</b>	<b>139,165.98</b>	<b>861,154.73</b>	<b>919,882.00</b>	<b>93.62%</b>
<b>Net Ordinary Income</b>	<b>-71,285.38</b>	<b>-13,979.74</b>	<b>0.00</b>	<b>100.0%</b>
<b>Powell Bill</b>				
<b>Powell Bill Revenues</b>				
Fund Bal. from Powell Bill	0.00	0.00	89,020.00	0.0%
Interest - Powell Funds	178.43	2,919.38	2,200.00	132.7%
Powell Bill Revenue	0.00	103,721.93	103,722.00	100.0%
<b>Total</b>	<b>178.43</b>	<b>106,641.31</b>	<b>194,942.00</b>	<b>54.7%</b>
<b>Powell Bill Expense</b>				
Street Exp. - Powell Bill	300.00	83,479.50	194,942.00	42.82%
<b>Total</b>	<b>300.00</b>	<b>83,479.50</b>	<b>194,942.00</b>	<b>42.82%</b>
<b>Net Powell Bill</b>	<b>-121.57</b>	<b>23,161.81</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Excess of Rev. over Exp.</b>	<b>-71,406.95</b>	<b>9,182.07</b>	<b>0.00</b>	<b>100.0%</b>

Jo Waybright made the motion to approve the audit contract for Robert Burns, CPA - \$4100.00. Clint Newton seconded the motion. Vote – Unanimous.

**TAX OFFICER'S REPORT:** Cheri Clark stated that \$461,079.41 has been collected for 2007 Property Taxes. Taxes 2007 outstanding at the end of the fiscal year - \$9,036.98.

**PUBLIC SERVICES (Waste Collection & Electric):**

Clint Newton plans to meet with Joel Taylor with Union Electric concerning the lighting issues around Veterans Pond.

Sandy Coughlin provided the CPI increase for 2008 - 4% increase. The Vintage Condominiums would like to start a recycle program in September. Sandy Coughlin plans to attend the next Vintage Condominiums board meeting just to make sure that everyone's expectations are understood before we are in support of the program. An agreement between the Village and the Vintage Condominiums is in progress.

**COMMUNICATION:** Greg Crosby asked that all articles for the next Villager be submitted by August 15th.

**PARK AND RECREATION:** Jo Waybright reported that Pool Memberships are at an all time high – 242 memberships – over \$52,000 and daily at \$3,961.00. An additional lifeguard has been hired due to the number of people in the pools from noon until 5 each day. The blower for the pool deck needs to be replaced, estimated cost - \$150.00. A pool member, Mr. Miller, has requested permission to practice kayak rollovers in the old adult pool. After talking with CPM, liability is the major concern. The VOLP's insurance does not cover this type of activity, therefore permission cannot be granted to Mr. Miller.

The Fourth of July event went well thanks to the community volunteers, the volunteers from Central Church of God and the VOLP Parks and Rec commission. The event cost \$778.00 with the majority of participants being from the VOLP. The leftover food and drinks will be used at National Night Out.

Virginia Currence and David Grant are doing an inventory of the trees in the VOLP. Virginia Currence made the motion to create an advisory committee/task force for 6 months to create a long range landscaping and pond plan for the VOLP. The committee would consist of David Grant, one Council person and five members of various demographics. Sandy Coughlin seconded the motion. Vote – Unanimous.

Jo Waybright made the motion that Council approve \$1,000.00 for the removal of the dead trees from the June 19<sup>th</sup> fire. Clint Newton seconded the motion. Vote – Unanimous.

National Night Out planning continues to move in the right direction. The event is scheduled for August 5<sup>th</sup> starting at 6 p.m. Clint Newton made the motion to expend funds to host NNO up to the fund balance. Greg Crosby seconded the motion. Vote – Unanimous.

The chimes are back in operation however the clocks are not working. Greg Crosby will be working with the company Electric Time to determine the problem.

**STORMWATER:** No additional information at this time.

**STREET BUSINESS:** Mayor Kendall Spence discussed the Summit Engineering (\$3500.00) and Eagle Engineering (\$1,700.00) quotes for project management to oversee the resurfacing project in the VOLP. Sandy Coughlin made the motion to have Eagle Engineering be the project manager for the current phase of paving. Virginia Currence seconded the motion. Vote – Unanimous.

**ECONOMIC DEVELOPMENT:** Sandy Coughlin reported over 300 survey responses were received and that were received and that the results would be tallied for the August 12<sup>th</sup> meeting.

The EDC recommends the VOLP place a \$650 ad in the Union County Chamber of Commerce magazine promoting the VOLP. The biggest advantage to having an ad in the “Welcome to Union County” publication is the distribution to all future businesses and relocations to Union County. Sandy Coughlin made the motion to place an ad in the “Welcome to Union County” publication. Greg Crosby seconded the motion. Under discussion questions were asked about VOLP private businesses being asked to help fund the advertisement. The ad will not be an advertisement of individual businesses but is an image ad for the Village as a whole. Vote – Unanimous.

**SET AGENDA FOR JUNE 10, 2008:** Same.

**COUNCIL COMMENTS:**

Jo Waybright thanked everyone for helping to make the Fourth of July a success.

Sandy Coughlin would like to see the VOLP ordinances enforced and citations issued. At this time she does not think that the VOLP needs a Waste Collection ordinance.

Kendall Spence thanked everyone for their hard work in making the Fourth of July a success.

**ADJOURN:** Jo Waybright made a motion to adjourn the meeting. Clint Newton seconded the motion. Vote – Unanimous.

Respectfully submitted,

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Mayor Kendall Spence

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Village Clerk, Cheri Clark